

City of Willoughby Hills

Interoffice Memo

Date: September 6, 2013
To: Members of City Council
From: Frank J. Brichacek, Director of Finance *FJB*
Subject: Then and Now Purchase Order Certification

The purpose of this memo is to request that City Council authorize a "Then and Now" certification of **Purchase Order No. RG038328 - \$10,000.00 – Finley Fire Equipment**. The Fire Department had Finley complete multiple repairs to Engine No. 1213 without obtaining an approved purchase order for the work as detailed in the attached e-mail from Chief Harmon dated September 6, 2013. State law does not permit the City to issue a purchase order for goods or services with a value of \$3,000 or greater after the goods have been received or the services performed by the vendor.

In order to pay the vendor, City Council must approve a "Then and Now" certification in order for a purchase order to be issued and the vendor paid. If you have any questions regarding the work performed or the necessity for the work, do not hesitate to contact Chief Harmon.

C: Fire Chief Richard Harmon

Attachments (2)

Frank Brichacek

From: Richard Harmon [harmon.whfd@gmail.com]
Sent: Friday, September 06, 2013 11:49 AM
To: Frank Brichacek
Subject: Then and Now Purchase Request

Dear Frank,

A "Then and Now" Purchase Request payable to Finley Fire was submitted in the amount of \$10,000.00. The expense was the result of urgent repairs to the 1997 Fire Engine in February, which included replacing the vehicle springs, repairs to the brakes the pump.

The expenses were authorized by the Mayor prior to sending the vehicle for service. However, while the 1997 fire engine was in for repairs the 1989 fire engine developed mechanical problems and was removed from service. The 1997 engine was needed to be returned to service and have the remaining items addressed at a later date.

During this time, I overlooked processing the purchase order.

Thank you,

Rich

--

Richard A. Harmon, OFE
Fire Chief
City of Willoughby Hills

440-918-8715
Harmon.WHFD@gmail.com

Far better it is to dare mighty things, to win glorious triumphs even though checkered by failure. Than to rank with those timid spirits who neither enjoy nor suffer much, because they live in the gray twilight that knows neither victory nor defeat. ~ Theodore Roosevelt

PURCHASE ORDER



CITY OF WILLOUGHBY HILLS

35405 CHARDON ROAD
WILLOUGHBY HILLS, OHIO 44094
PH (440) 946-1234 FAX (440) 975-3535

P.O. NUMBER

RG038328

RESOLUTION NO. 2013-18
Exhibit "A"
Page 3 of 3

REQ. NO

020412

P.O. DATE

07/26/13

SHIP VIA

TERMS

NET ZERO

ACCOUNT NUMBER	AMOUNT
234.240.55620	\$10,000.00

DELIVER
TO:

WILLOUGHBY HILLS FIRE DEPT.
ATTN: FIRE CHIEF
35455 CHARDON ROAD
WILLOUGHBY HILLS, OH 44094

ENDOR #:

TO:

FINLEY FIRE EQUIPMENT
5255 N STATE ROUTE 60 NW
MCCONNELSVILLE, OH 43756

FAX ID NO. 34-6003085

THE ABOVE PURCHASE ORDER NUMBER MUST APPEAR ON ALL BILLS AND PACKAGES.
Material on this order is exempted from the Ohio Sales Tax and Federal Excise Taxes.

QUANTITY	UNIT	DESCRIPTION	PRICE / UNIT	AMOUNT
1		MULTIPLE REPAIRS TO ENGINE #1213	10000.00	\$10,000.00
TOTAL:				\$10,000.00

It is hereby certified that both at the time of the making of this contract or order and at the date of the execution of this certificate, the money listed on this document was appropriated for such contract or order and is in the treasury or in the process of collection to the credit of the fund or funds listed on this document free from any previous encumbrances.

DIRECTOR OF FINANCE

Director of Finance

Date

AUTHORIZED SIGNATURE